

**LETTER OF VERIFICATION RESULTS AND ADVERSE ACTION FOR  
SNAP - SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OR TEMPORARY  
FAMILY ASSISTANCE (TFA) HOUSEHOLDS.**

(Note: Make changes as applicable for the School Breakfast Program. Due to extended eligibility, all siblings in the school system will be impacted by this change as well.)

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Dear: \_\_\_\_\_

Available records show that your household was not getting SNAP/TFA benefits within the timeframes specified by federal regulations. To continue benefits for your child, the following must be done:

1. Complete a new application with income information;
2. Write the name and social security number of each adult household member on the attached sheet of paper ; and
3. Send in papers that show your household's current income.

Your child's free school meals benefits will be stopped on \_\_\_\_\_  
(Insert 10 calendar days from the above date)  
unless we receive this information. Any continued free or reduced price meals will depend on you current household income.

If you do not agree with the decision, you may discuss it with \_\_\_\_\_  
(School Official)  
by calling \_\_\_\_\_.  
(Telephone No.)

You also have a right to a fair hearing. To arrange for a fair hearing call or write the following official:

Name: \_\_\_\_\_  
City, Street, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

If you request a hearing by \_\_\_\_\_, your child will continue to  
(Insert 10 calendar days from the date sent)  
receive free meals until the decision of the hearing official is made.

If you are not eligible for benefits now, but your household circumstances change, you may fill out an application at that time to reapply for benefits.

Sincerely,

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the federal relay service at (800) 877-8339; or (800) 845-6136. USDA is an equal opportunity provider and employer.
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